



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES**
Department of Human Resources
111 N. Hill Street, Rm. 203
Los Angeles, CA 90012

<http://www.lasuperiorcourt.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Facilities Administrator**

An Equal Opportunity Employer

SALARY

\$7,267.79 - \$11,000.39 Monthly

OPENING DATE: 06/23/11

CLOSING DATE: Continuous

THE POSITION

Only Online Applications Will Be Accepted

INCOMPLETE APPLICATIONS WILL BE REJECTED

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

This is a managerial position. The Trial Court Employment Protection and Governance Act (SB 2140) authorizes the Court to exclude managerial employees from the employment protection provisions of the Act subject to meet and confer. Employees who hold managerial positions are at will employees of the Court. The provisions of the Court's discipline Policy, adopted January 1, 2003, do not apply to managerial employees.

GENERAL PURPOSE

Under general policy direction, plans, organizes, manages and directs operations of the Court's facilities planning and maintenance programs, mail-room operations, and transportation services; provides technical and project management approval and oversight on behalf of the Court on major facilities construction and renovation projects; coordinates capital projects performed by County staff and through the Administrative Office of the Court's construction and management staff; manages through subordinate supervisors the operations of the Court's mail/delivery and transportation services.

DISTINGUISHING CHARACTERISTICS

Facilities Administrators are responsible for planning, managing and directing the facilities planning, maintenance, construction, mail room and transportation operations of the Court. An incumbent works with senior management and administrators in developing and carrying out short- and long-range space utilization and facilities planning functions to support the court in achieving its overall strategic and operational plans for service delivery and staff utilization, in addition to managing the delivery of day-to-day facilities utilization and maintenance services. The incumbent serves as the court's project manager for major capital construction and renovation projects carried out by the County Department of Public Works, the Administrative Office of the Court's Office of Court Construction and Management (AOC-OCCM) and by contractors retained by the Court, including responsibility for technical review and

recommendation of architectural and engineering construction plans for facilities projects. The incumbent is expected to exercise leadership and initiative and apply sound construction project management skills to ensure the interests and needs of the Court are properly addressed in the most efficient, cost effective manner.

Facilities Administrator is distinguished from Administrator classes by the incumbent's specialization in facilities planning, maintenance and construction.

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS: The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

1. Plans, organizes, controls, integrates and evaluates the administrative and operational functions of the facilities planning and maintenance division; develops, implements and monitors work plans to achieve Court mission, goals and performance measures; participates in managing and directing the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve Court and department goals, objectives and performance measures consistent with the Court's quality and customer service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
3. Provides leadership and works with supervisors and staff to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the Court's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Manages, directs, and supervises the day-to-day inspection, maintenance and repair of Court buildings and facilities; reviews and approves facilities requests and cost estimates for repair and/or replacement of building and facilities systems, equipment and conditions; ensures that prompt action is taken to correct safety hazards and code violations; obtains or reviews vendors bids or County cost estimates as required by court procurement policies and subject to budget and cost limits; monitors the status of service requests being performed by the County or vendors and takes follow up action to ensure completion in accordance with time and cost estimates.
5. Leads, directs and participates in conducting short- and long-term space utilization, forecasting and planning to meet the Court's needs for general and specialized courtroom, operations and staff facilities; works with senior management and administrators and judicial officers in evaluating alternatives and developing recommendations regarding sites and/or facilities to meet needs; develops recommendations on the suitability of available buildings or sites.
6. Directs and participates in the preparation of recommendations for leased space and proposed capital projects and other construction and alternation projects to be performed directly by the Court; oversees and coordinates development and administration of contracts within established cost limits for the renovation and improvement of Court buildings and facilities; prepares or reviews bids, specifications and cost estimates; reviews all changes to current building/facility drawings; reads and interprets drawings for construction; reviews

final design changes prior to bid; directs, coordinates the monitoring of construction inspection activities to ensure conformance to contract requirements, specifications and standards; acts as liaison with contractors; monitors progress of construction according to contract schedules; enforces compliance with contract terms and conditions; coordinates and conducts final inspections; reviews and approves contractor invoices for payment.

7. Serves as the Court's project manager for major capital projects performed on behalf of the Court by the County Department of Public Works or the AOC-OCCM; reviews and recommends approval of architectural, engineering and other plans and specifications to ensure conformance with Court requirements and financial limits and other professional and applicable design and construction standards; monitors project progress and represents the Court in identification and resolution of problems and delays; participates in and coordinates review on behalf of the court regarding project change orders and other issues; participates in project inspection during construction and at completion and recommends appropriate actions to senior management.
8. Provides professional advice and assistance to Court managers within areas of responsibility; provides a wide range of services and solves complex facilities layout, utilization and maintenance problems and issues; analyzes and makes recommendations on complex or high-cost proposals.
9. Participates in developing and implementing Court-wide or section strategic and management plans consistent with mission, vision and values of the Court's strategic plan; assists in the design, development and implementation of various projects and programs; implements and analyzes the results of quality control measures.
10. Evaluates policies and procedures affecting areas of assigned responsibility; analyzes new legislation and policies for impact on areas of responsibility; develops and implements policies and procedures to ensure compliance with applicable laws and regulations.
11. Works with staff to plan, analyze and resolve maintenance and repair problems and internal and external customer complaints; recommends corrective action and implements courses of action to resolve problems.
12. Acts as liaison with County officials, state and federal agencies, community agencies, other public agencies and the public as required by facilities planning and maintenance program responsibilities.
13. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the maintenance, repair, functionality and appearance of buildings and facilities; coordinates division activities with other divisions, departments and agencies.
14. Ensures conformance of division programs and operations with applicable code provisions, ADA requirements and safe work practices and procedures.

OTHER DUTIES

1. Supervises, coordinates, organizes and participates in special projects.
2. Represents the Court in local and state technical forums; participates on various task forces, committees and councils.
3. Performs other court-related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Standard practices, methods and techniques used in building systems engineering and commercial/institutional building construction and repair.

2. Principles, practices and methods used in public works construction contracting and contract administration.
3. Methods, practices and materials used in the building maintenance and construction industry.
4. Principles and practices of interior design as applied to building and office environments, particularly as applicable to public courts.
5. Assists with administrative principles and methods including goal setting, program development and implementation
6. Principles and practices of project management applicable to capital project design and construction.
7. Federal, state and local law, code and regulations applicable to the work, including regulations applicable to safe work practices and procedures.
8. Principles and practices of public administration, including budgeting, procurement, reporting and maintenance of public records.
9. Research and forecasting methods and statistical analysis techniques.
10. Principles and practices of effective business communication and correct English usage.
11. Principles and practices of effective management and supervision.
12. Court human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, integrate and evaluate facilities planning and maintenance operations and functions of a large, diverse court system.
2. Define complex facilities and capital project planning issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Manage a large portfolio of construction, maintenance and repair projects of varying size, scope, cost and impact to meet the Court's needs and its schedule and cost requirements.
4. Understand, interpret, explain and apply local, state, and federal policy, laws, codes and regulations applicable to areas of responsibility.
5. Evaluate work processes and recommend and implement improvements.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings.
7. Negotiate effectively on behalf of the Court.
8. Collaborate and represent the Court and division effectively on facilities planning, construction, renovation and repair issues with the County, AOC-OCCL, contractors and vendors.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within general policy guidelines.
11. Maintain sensitive and confidential information.
12. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential

issues and situations with broad effects on division and Court policies and issues.

13. Establish and maintain effective working relationships with judicial officers, Court and County employees, supervisors, staff, union representatives, representative of other governmental agencies members of the public and other encountered in the course of work.

QUALIFICATIONS

Minimum Requirements:

Graduation from an accredited four-year college or university with a major in construction management, architecture, civil engineering or a closely related field **-AND-** Five years of increasingly responsible experience performing facilities planning and maintenance and/or construction, maintenance and repair for large-scale commercial/institutional facilities, including two years of which must have been in an administrative, supervisory or project management role.

Degree Verification: A legible copy of your diploma **-OR-** original official transcripts with the degree posted from the college or university must be submitted in person or by mail to the Human Resources Administration office located at 111 N. Hill Street, Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. Facsimile copies and postmarks will not be accepted.

Please be advised that original official transcripts will be required prior to appointment.

Accredited institutions are those listed in the publication of regional, national or international accrediting agencies which are accepted by the Superior Court of California, County of Los Angeles. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.

Licenses; Certificates; Special Requirements:

A valid California Class C drivers license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications:

- Experience in managing multiple, high profile, complex capital projects simultaneously.
- Demonstrated ability to establish and maintain effective working relationships with various intergovernmental agencies, contractors, vendors and all levels of administration.
- Knowledge of Auto-Cad.
- Demonstrated analytical and technical ability to develop recommendations on the design, cost and effectiveness of architectural project assignments.

EXAMINATION INFORMATION

Qualifying evaluation of education, training, and experience based upon submitted application materials.

Applicants whose background and experience best meet the needs of the court will have their names placed on the eligible list.

You must list and describe your experience separately by each PAYROLL TITLE. Specify the beginning and ending dates for each job. Do not group your experience.

ALL NOTIFICATIONS WILL BE SENT VIA EMAIL.

Please add info@governmentjobs.com to your address book to avoid emails being filtered to Spam mail.

The deadline for submitting applications online is 11:59 p.m. (P.S.T.) on the final filing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lasuperiorcourt.org>

OR

111 N. Hill Street, Rm. 203,
Los Angeles, CA 90012

EXAM #R9849A
FACILITIES ADMINISTRATOR
RM

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
Employment Information

Web Address: www.lasuperiorcourt.org

Job Line: (213) 974-5444

Hearing impaired applicants with Telephone-Teletype equipment may leave typewritten messages by contacting us directly at (213) 613-4797.

APPLICATION: Applicants are required to complete the Superior Court of California Employment Application and, when required, Supplemental Questionnaire, which must be submitted online no later than the final filing date and time. **E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED.** Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

ELIGIBILITY LIST: Persons who successfully pass the required examination(s) will have their names entered on an eligible list in descending score order. The highest ranking candidates will be given first consideration for hiring. Placement on the eligible list does not guarantee an offer of employment only that your candidacy will be considered as long as the list is valid. Eligible lists are normally valid for a year but may be extended or deactivated sooner to best meet the needs of the Court.

REASONABLE ACCOMMODATION: The Superior Court of California does not discriminate against the disabled. Please advise the Human Resources Office if you will require special accommodation to participate in the examination.

EMPLOYMENT ELIGIBILITY INFORMATION: In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) Identity and 2) U.S. Citizenship or a legal right to work permanently in the United States. (C6117ED)

SALARIES: Appointments are generally made at first step of the salary range with advancement within the range upon satisfactory completion of the probationary period. Subsequent increases up to the top step of the salary range will occur annually upon receipt of satisfactory performance ratings or as otherwise dictated by established pay provisions. All salaries are subject to payroll deductions.

BENEFITS: Regular employees are eligible to receive a variety of benefits including health insurance, holiday and vacation leave, deferred compensation, mileage reimbursement, bilingual pay, evening and night shift salary differential and more. Additional insurance and benefits are available for management positions.

RETIREMENT: A retirement plan is provided to full-time employees. Court employees do not participate in Social Security. Employee contributions to the retirement system may be withdrawn upon separation from employment.

OATH OF ALLEGIANCE: All employees are required to take an oath of allegiance.

MEDICAL REQUIREMENTS: All applicants selected for employment must pass a pre-employment medical examination conducted by County examining physicians.

FINGERPRINTING AND SECURITY CLEARANCE: Employees are fingerprinted and must pass a criminal background check. Information obtained will be evaluated for compatibility with Court employment. Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment applications, resumes, and during the examination process is subject to verification.

EMPLOYMENT PROTECTION: As of January 1, 2001, the Trial Court Employment Protection and Governance Act provides employment protection for almost all Court employees. Employees who have civil service hearing rights with the County of Los Angeles and who promote or transfer into a non-civil service position with the Court will lose their civil service hearing rights.

CHILD SUPPORT COMPLIANCE PROGRAM: In effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e., name, address, social security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 also permits the CSSD to request additional employment and identification information under specified circumstances. Applicants will not be

disqualified from employment based on this information.

ZERO TOLERANCE OF WORKPLACE THREATS OR VIOLENCE: Superior Court Judicial Officers and Managers are committed to providing a safe work environment and prohibiting any workplace threats, intimidation or harassment against, or by, any Court employees. Any reported threats will initiate necessary security measures and an investigation. The Superior Court also complies with the provisions of the Los Angeles County Employee Domestic Violence Assistance Program.

EQUAL OPPORTUNITY EMPLOYER: All positions are open to qualified men and women. Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, disabled persons who believe they need reasonable accommodation or help in order to apply for or perform the necessary duties of a position may contact the Recruitment & Selection Unit at (213) 974-5224. Hearing impaired applicants may contact California Relay at 1-800-735-2922 to reach us at the above number or those with telephone-teletype equipment may leave type written messages by contacting us directly at (213) 613-4794.

If you do not have an email account or do not wish to apply online, you must either mail the application or deliver it in person to the following address:

**Stanley Mosk Courthouse
Human Resources Administration
111 North Hill Street, Room 203
Los Angeles, CA 90012**

Please note paper applications must be received in the Human Resources office no later than 5:00 p.m. on the final filing date. E-MAILS, FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. All selection requirements must be met at the time of filing.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used and weights assigned to various parts of the examination at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process or listing on the certification list guarantees appointment to Court vacancies.

Facilities Administrator Supplemental Questionnaire

- * 1. **INSTRUCTIONS FOR ONLINE APPLICATIONS:** Only Online Applications will be accepted. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. A resume, or a reference to "see attached resume" will not be accepted in lieu of the questionnaire. Incomplete responses, false statements, omission of a material fact or partial information, can result in disqualification from the examination process. **NOTE: When submitting an online application, each applicant must have his/her own e-mail address when setting up an account. Do not share your username and password with anyone. Each individual must establish their own account.** I acknowledge I have read and understood the above instructions.

☐ Yes ☐ No

- * 2. Do you possess a bachelor's degree from an accredited four-year college or university with a major in construction management, architecture, civil engineering or a closely related field?

☐ Yes ☐ No

- * 3. If you answered "Yes" to Question 2 you must respond to Questions 3. What was your major?

A legible copy of your degree -OR- original official transcripts from an accredited four-year college or university with the degree posted and showing successful completion of the required courses must be submitted in person or by mail to the Human Resources Administration office located at 111 N. Hill Street, Room 203, Los Angeles, CA 90012. Please include your first and last name and examination title on the documentation. Facsimile copies and postmarks will not be accepted.

- ☐ Construction Management
☐ Architecture
☐ Civil Engineering
☐ Closely related degree
☐ None of the above

- * 4. Do you possess five years of increasingly responsible experience performing facilities planning and maintenance and/or construction, maintenance and repair for large-scale commercial/institutional facilities?

☐ Yes ☐ No

- * 5. Does your five years of experience include two years of experience in an administrative, supervisory or project management role?

☐ Yes ☐ No

6. If you answered yes to question 4 and/or 5, below please describe your experience.

List the name of the employer(s), Name of position held, duties and responsibilities performed, dates of employment (ex. 01/01/03 -01/01/04) and the number of hours worked per week for each position. **Do not write "see attached resume".**

- * 7. Please select which best describes your years of experience in capital project planning, capital project management using a standards-based approach.
- ☐ 0 years of experience
 - ☐ 1-4 years of experience
 - ☐ 5-7 years of experience
 - ☐ 8-10 years of experience
 - ☐ 10 or more years of experience

- * 8. *For the following question, your response should be a straight narrative format (avoid using tables or outlines).*

Please describe your experience implementing and managing capital projects from planning and scope of initiation through completion.

List the name of the employer(s), Name of position held, duties and responsibilities performed, dates of employment (ex. 01/01/03 -01/01/04), number of hours worked per week for each position and total cost of projects.

Do not write "see attached resume". If you do not have experience in this area, please indicate "N/A".

- * 9. Please list and describe the Capital Project Development Phases. **If you do not have experience in this area please indicate, "N/A".**

- * 10. Which of the following best describes your level of experience with plans and specifications:

- ☐ I have no experience in this area
- ☐ I am somewhat familiar with plans and specifications, but never really worked with them in my jobs
- ☐ I have developed basic plans and specifications for projects less than \$1 million
- ☐ I have developed plans and specifications for projects from \$1-\$5 million.
- ☐ I have developed plans and specifications for projects from \$5-\$15 million.
- ☐ I have developed plans and specifications for projects from \$15-\$25 million.
- ☐ I have developed plans and specifications for projects from \$25-\$30million.
- ☐ I have developed plans and specifications for projects \$30 Million and over.

- * 11. Please describe your experience managing a facilities maintenance program. Include the following information:

Name of the employer(s), Name of position held, duties and responsibilities performed, dates of employment (ex. 01/01/03 -01/01/04) and the number of hours worked per week for each position. **Do not write "see attached resume".**

- * 12. Please describe your experience in each of the following areas listed below, A - E:

List the name of the employer(s), name of position held, duties and responsibilities performed, dates of employment (ex. 01/01/03 -01/01/04) and the number of hours worked per week for each position. Do not write "see attached resume".

***If you do not have experience in any of the areas, please indicate "N/A".**

A) Coordinating work orders

- * 13. B) Bid analysis and contract management
- * 14. c) Oversight of construction projects including coordinating inspection activities to ensure specifications and standards of projects are met. Include if oversight was for general maintenance/repairs, building improvements or new construction.
- * 15. D) Financial and budget management, include total budget dollar amount and actual budget responsibilities
- * 16. E) Project Cost Estimation
- * 17. **Please indicate your experience with Microsoft Excel**
 - ☐ None
 - ☐ Limited
 - ☐ Moderate
 - ☐ Extensive
- * 18. **Please indicate your experience with Microsoft Word**
 - ☐ None
 - ☐ Limited
 - ☐ Moderate
 - ☐ Extensive
- * 19. **Please indicate your experience with Microsoft Project**
 - ☐ None
 - ☐ Limited
 - ☐ Moderate
 - ☐ Extensive
- * 20. **Please indicate your experience with Auto-Cad**
 - ☐ None
 - ☐ Limited
 - ☐ Moderate
 - ☐ Extensive
- * 21. Which of the following best describes your experience overseeing and directing staff:
 - ☐ No Experience
 - ☐ Limited - I have provided some work direction or suggestions to other staff
 - ☐ Moderate - I occasionally provide work direction and/or training to other staff
 - ☐ Extensive - I frequently provide work direction and/or formally supervise other employees as a regular part of my job
- * 22. Please include what activities you performed as part of your supervisory experience, (Select all that apply)
 - ☐ Hiring, selecting or promoting employees
 - ☐ Conducting performance appraisals
 - ☐ Disciplining or reprimanding employees

- ☐ Participating in employee grievances
- ☐ Approving timecards and/or time off requests
- ☐ Employee development and/or training
- ☐ N/A- I have no formal supervisory experience

* Required Question